

## HOW TO USE TUITION ASSISTANCE FROM DOWN RANGE

417<sup>th</sup> BSB Army Continuing Education System

### 1. Contact a Guidance Counselor at your Education Center.

If you are deployed from Kitzingen, contact

[ivett.lillard@cmtymail.98asg.army.mil](mailto:ivett.lillard@cmtymail.98asg.army.mil), DSN 355-2774, FAX 355-2768.

If you are deployed from Wuerzburg/Giebelstadt, contact

[edgar.stitt@cmtymail.98asg.army.mil](mailto:edgar.stitt@cmtymail.98asg.army.mil) or [mina.martin@cmtymail.98asg.army.mil](mailto:mina.martin@cmtymail.98asg.army.mil) ,  
DSN 350-7181, FAX 350-6695.

- In your e-mail include your name, SSN, your college, class name and number, exact dates of class, and tuition price!
- We will issue your TA and send it to you via e-mail for signatures. E6 and below must have commander's signature!
- Then you must scan the signed TA back to us.
- If you chose University of Maryland, Central Texas College-Vocational Studies, University of Oklahoma-Master's Program, University of Phoenix-Master's Program, Embry-Riddle Aeronautical University, your completed TA will be forwarded to the college or university. Start your TA request at least *one* week before classes start!
- If you chose other colleges, such as Central Texas College, American Military University, Thomas Edison State College, University of Phoenix, your signed TA will be faxed to ACES HQ for approval. Start your TA request at least *two* weeks before classes start!

### 2. Tuition Assistance

♠ Tuition Assistance covers 100% tuition up to \$250.00/semester hour, \$4,500.00/year. Fees and books are not covered.

♠ Commissioned Officers (including commissioned warrant) must agree to remain on active duty for two years after completion of a course for which TA was used.

### 3. Register for your classes with the college or university.

♦ Applying for TA does **NOT** mean that you are registered for the class. You must contact the schools (usually via the college's website) to find out what their registration process is. For example: if you registered with University of Maryland, you must send us your confirmation letter before we issue your TA.

### 4. Frequently used Internet addresses

♣ University of Maryland: [www.ed.umuc.edu](http://www.ed.umuc.edu)

♣ Central Texas College: <http://www.ctcd.cc.tx.us>.

♣ Army Education web-site: <https://www.armyeducation.army.mil> .

♣ Apply for Federal Pell Grant: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

♣ Copy of AARTS Transcript: <https://aartstranscript.army.mil/>